

Dolphin EasyReader User Guide



This is a full text and audio DAISY Digital Talking Book (DTB), recorded using a synthesized voice.

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Chapter 1

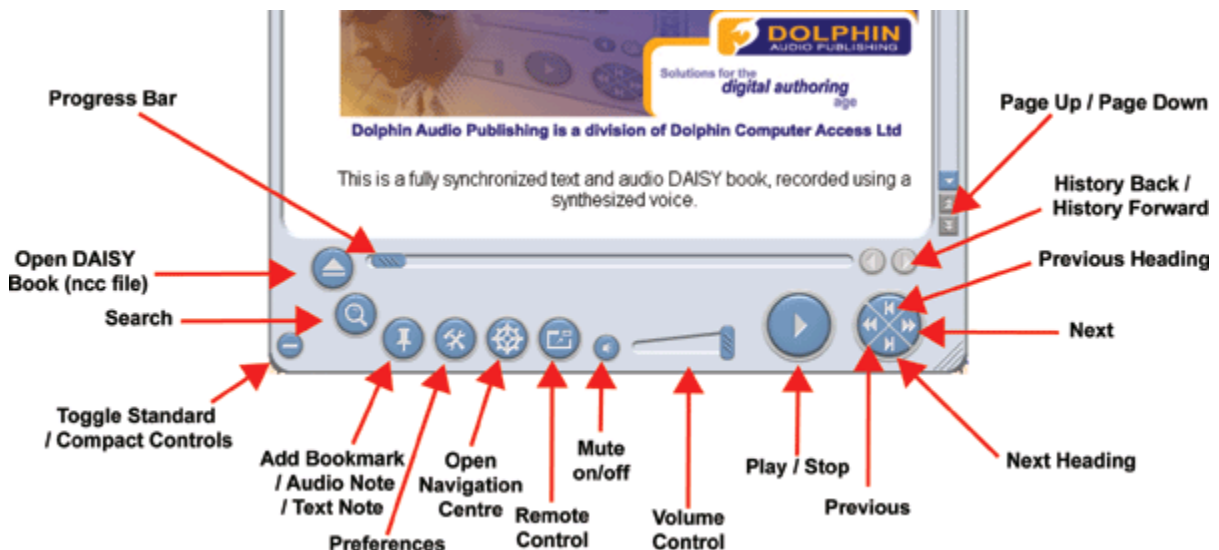
Basic use of Dolphin EasyReader

This user guide can be played at anytime by pressing **F1** on the keyboard.

To get you started, here are some basic controls to help you navigate this user guide:

- To start and stop playback, press **Spacebar**.
- To navigate between phrases, press **Cursor Left** or **Cursor Right** to move backwards or forwards through the book or this user guide.
- To navigate between headings, chapters or sections, use the **Cursor Up** or **Cursor Down** keys to move backwards or forwards.
- To search for all occurrences of a word, press **Ctrl + S** and enter your text to search for.
- To bookmark a point in the book or this user guide, press **Ctrl + B**.
- To view the index of the book or this user guide, press **Alt + Shift + I**.
From here, you can immediately jump to a specific section.
- To toggle the self voicing of controls on or off, press **Ctrl + F1**.
- To exit this user guide press **Escape**.

Basic navigation controls are also accessible via the on-screen interface:



Chapter 2

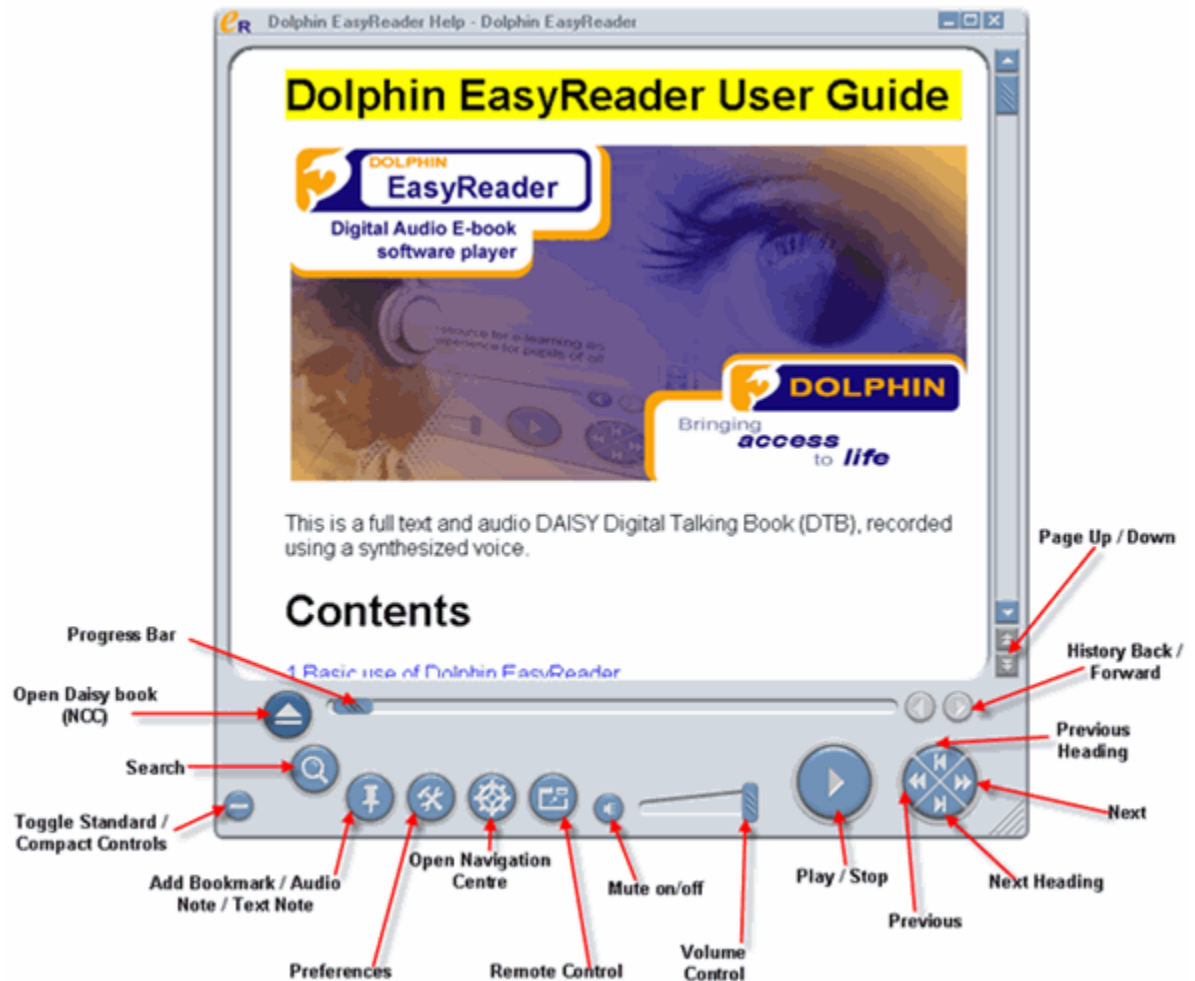
Overview of the interfaces

Dolphin EasyReader has been designed to be accessible to all users. The main interface contains the standard playback controls for DAISY and ANSI/NISO Z39.86-2002/2005 DTB's. All of these controls are accessible via the mouse or keyboard through the use of hotkeys.

Dolphin EasyReader has two alternative views for the main screen. "Standard" and "Compact".

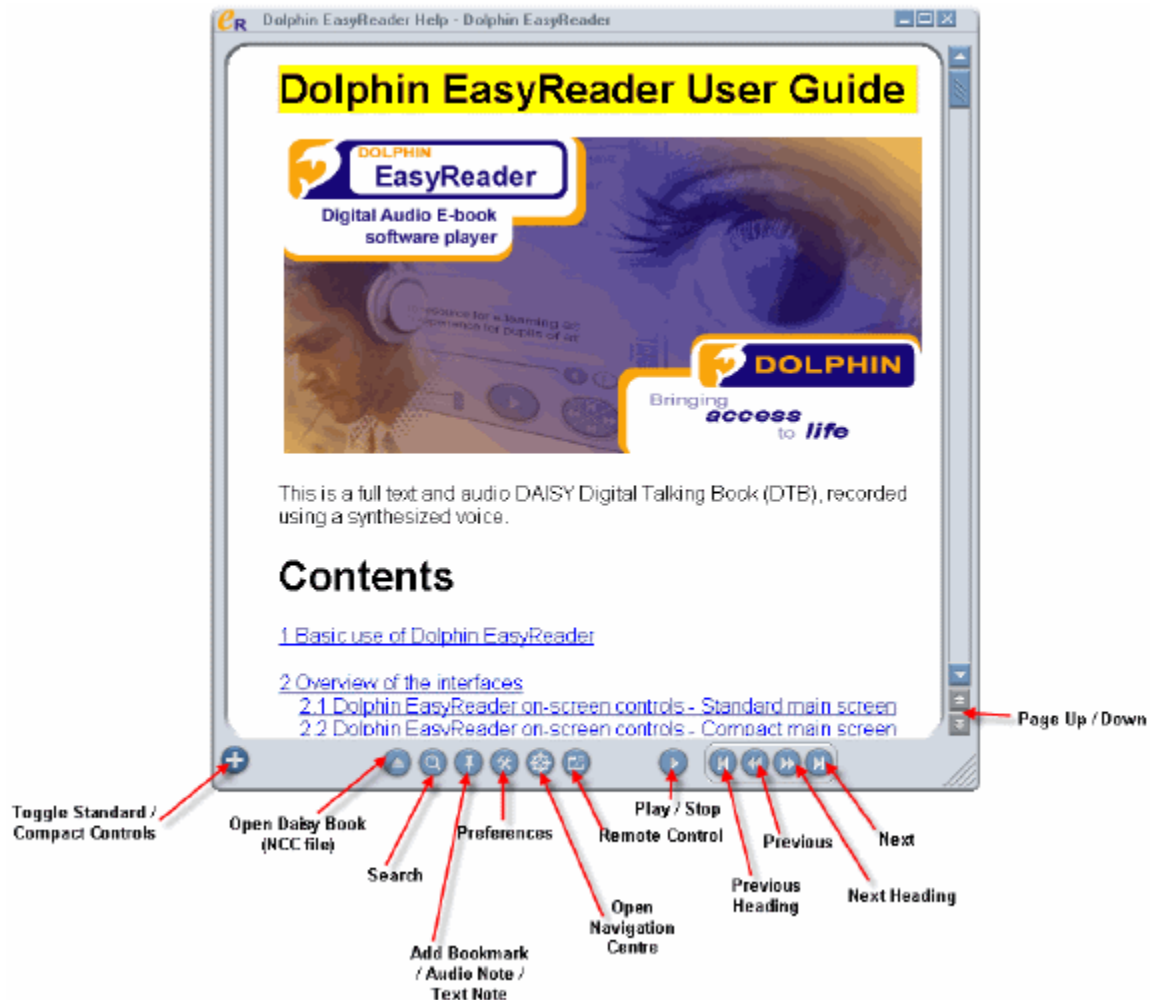
Standard Main screen:

The standard main screen is the default view and in addition to standard playback and navigation controls, it contains buttons for features that include functions for searches, bookmarks, and settings.



Compact Main Screen:

The compact main screen provides a larger viewing area for the on-screen content and contains basic playback and navigation controls.



2.1 Dolphin EasyReader on-screen controls - Standard main screen



Navigation Controls

- ⏮ Previous Heading **Cursor Up.**
- ⏭ Next Heading **Cursor Down.**
- ⏪ Next **Cursor Right.**
- ⏩ Previous **Cursor Left.**



Play / Stop **Spacebar**.



Open a DTB **Ctrl + O**.



Search **Ctrl + S**.



Add bookmark **Ctrl + B**.



Preferences **Ctrl + P**.



Open Navigation Center **Ctrl + N**.



Switch to Mini Player **Ctrl + R**.



Toggle Standard / Compact mode **Ctrl + W**.



Page up / Page down **Page up** or **Page down** keys.



History back / History forward **Alt + Cursor Left** and **Alt + Cursor Right**.



Progress slider.
Jump back **Ctrl + Cursor Left**.
Jump forward **Ctrl + Cursor Right**.



Volume control **Ctrl + J** and **Ctrl + K**.

2.2 Dolphin EasyReader on-screen controls - Compact main screen



Navigation Controls.



Previous Heading **Cursor Up**.



Previous **Cursor Left**.



Next **Cursor Right**.



Next Heading **Cursor Down**.



Open a DTB **Ctrl + O**.



Search **Ctrl + S**.



Add bookmark **Ctrl + B**.



Preferences **Ctrl + P**.



Navigation Center **Ctrl + N**.



Play / Stop **Spacebar**.



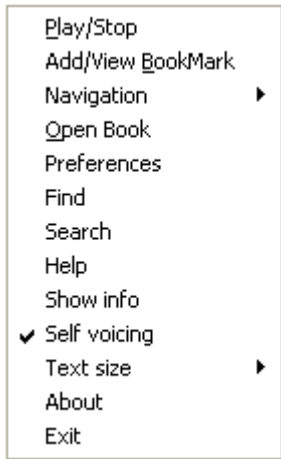
Switch to Mini Player **Ctrl + R**.



Toggle Standard / Compact mode **Ctrl + W**.

2.3 The Pop up menu

Right clicking the mouse, pressing Shift + F10 or the Application key will launch a pop-up menu containing the following Dolphin EasyReader functions:



- Play/Stop
- Add/View Bookmark
- Navigation
 - - Navigation Center.
 - Previous Heading.
 - Next Heading.
 - Go to beginning of book.
 - Go to end of book.
 - Previous Page.
 - Next Page.
 - Previous Bookmark.
 - Next Bookmark.
 - Previous by level.
 - Next by level.
 - Set Navigation level to
 - - Level 1.
 - Level 2.
 - Level 3.
 - Level 4.
 - Level 5.
 - Level 6.
- Open Book.
- Preferences.
- Find.
- Search.

- Help.
- Show info.
- Self voicing.
- Text size.
 - - Largest.
 - Larger.
 - Medium.
 - Smaller.
 - Smallest.
- About.
- Exit.

Chapter 3

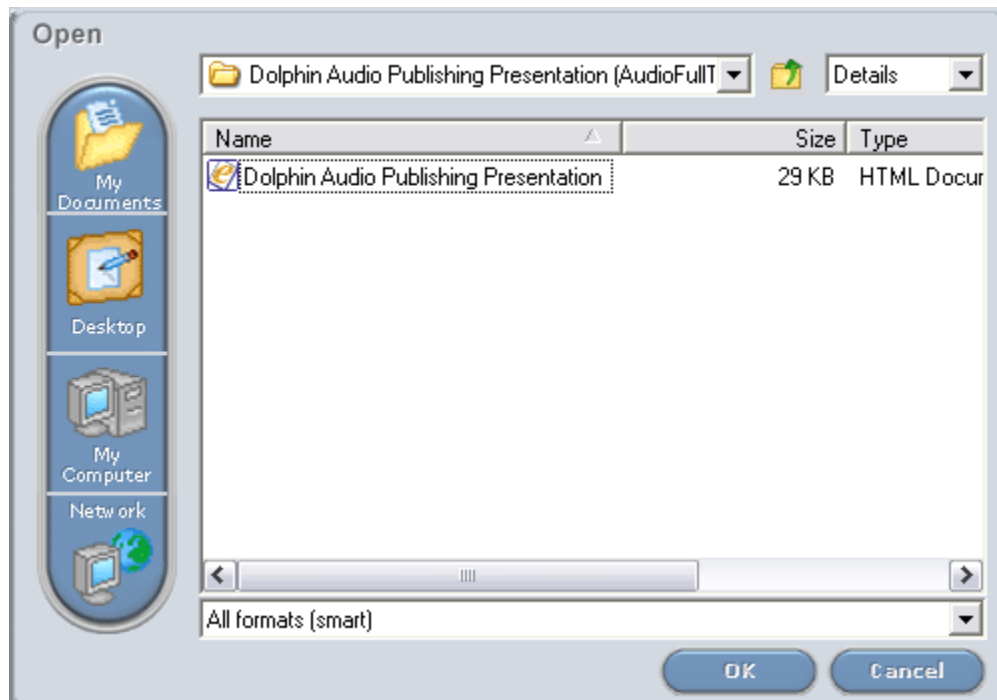
Opening a book

Dolphin EasyReader can open and playback digital talking books, DAISY XML files, text files and HTML files. There are a number of different ways to access the "Open" dialog where you can browse for and select the file you want to open.

The methods are as follows:

1. Select the "open" button on the interface.
2. Press **Ctrl + O**.
3. Right click or press **Shift + F10** or the Application key to bring up the pop up menu. Select "Open book" from the menu.
4. Select "Add" from the Library in the "Navigation Center".

In the "Open" dialog you can select the folder or drive containing the DTB, DAISY XML files, text file or HTML file you want to open. You can filter the list of files by selecting the specific file format from the file format list. Selecting "All formats (smart)" will show all supported formats.



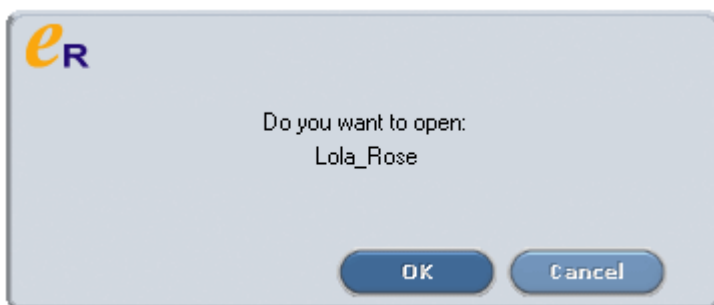
When you have selected the file you want to open then press the "OK" button or press Enter.

A DTB is represented with the Dolphin EasyReader DTB icon.



If using the "All formats (smart)" file filter then only the DTB file will be listed in the target folder and not the other supported formats. This makes the identification of a DTB easier.

Finally, if Dolphin EasyReader is running and you insert a CD containing a DTB into the CD-ROM drive you will be automatically asked if you want to open that book.



3.1 About DAISY and ANSI NISO digital talking books

Dolphin EasyReader will play several types of Digital Talking Book (DTB) from two standards: DAISY and ANSI/NISO Z39.86.

3.1.1 Types of DAISY DTB that Dolphin EasyReader can play

Dolphin EasyReader will play all types of DAISY 2.0 through to DAISY 2.02 DTB. There are 6 types of DAISY DTB:

- **Full audio with Title element only.** This is a DAISY DTB that has no navigable structure. Only the title is displayed as text and the actual content is presented as linear audio. Direct access to points within the DTB is not possible.
- **Full audio with NCC only.** This is a DAISY DTB with structure. The structure is two-dimensional, providing sequential and hierarchical navigation. In many cases, the structure in this type of DTB resembles the table of contents of its print counterpart.
- **Full audio with NCC and partial text.** This is a DAISY DTB with structured audio and some additional text. The additional text components may occur where keyword searching and direct access to the text would be beneficial, e.g., index, glossary, etc.

- **Full audio and full text.** This is a DAISY DTB with structure and full text and audio. The audio and the text are synchronised.
- **Full text and partial audio.** This is a DAISY DTB with structure, complete text and partial audio. Dolphin EasyReader's TTS Mode can be used to output audio from parts of the content where there are no audio files.
- **Text and no audio.** This is a DAISY DTB containing an NCC and structured electronic text only. No audio is present. Dolphin EasyReader's TTS Mode can be used to output audio from the book.

3.1.2 Types of ANSI/NISO Z39.86 DTB that Dolphin EasyReader can play

Dolphin EasyReader will play all types of ANSI/NISO Z39.86-2002/2005 DTBs. There are 6 types of ANSI/NISO Z39.86-2002/2005 DTBs:

- **Full audio with Title element only.** This is an ANSI/NISO Z39.86-2002/2005 DTB that has no navigable structure. Only the title is displayed as text and the actual content is presented as linear audio. Direct access to points within the DTB is not possible.
- **Full audio with NCX only.** This is an ANSI/NISO Z39.86-2002/2005 DTB with structure. The structure is two-dimensional, providing sequential and hierarchical navigation. In many cases, the structure in this type of DTB resembles the table of contents of its print counterpart.
- **Full or partial audio with NCX and partial text.** This is an ANSI/NISO Z39.86-2002/2005 DTB with partial structured audio and some additional text. Parts that are not recorded would be covered by textual parts which Dolphin EasyReader could read using the TTS Mode and parts with no text will be covered by narrated audio. The non recorded parts of the audio might be such parts that would be as useful generated by synthetic speech as a human narrated voice, e.g., indexes, page numbers, glossaries, etc. The additional text components may occur where keyword searching and direct access to the text would be beneficial, e.g., index, glossary, etc.
- **Full audio and full text.** This is an ANSI/NISO Z39.86-2002/2005 DTB with structure and full text and audio. The audio and the text are fully synchronised.
- **Full text and partial audio.** This is an ANSI/NISO Z39.86-2002/2005 DTB with structure, complete text and partial audio. Dolphin EasyReader's TTS Mode can be used to output audio from parts of the content where there are no audio files.
- **Text and no audio.** This is an ANSI/NISO Z39.86-2002/2005 DTB containing an NCX and structured electronic text only. No audio is present. Dolphin EasyReader's TTS Mode can be used to output audio from the book.

3.2 About text files

Dolphin EasyReader is able to open text files, which may be ASCII or UTF8 encoded. The text is automatically wrapped to the content window size and the font is 12pt Courier New. It has only one heading which is the beginning of the first sentence and there are no pages. Navigation will work in the same way as for DAISY materials.

3.3 About HTML files

Dolphin EasyReader is able to open HTML files that are stored locally on the computer and that are opened correctly in Internet Explorer 6. HTML files containing frameset elements are not supported. You can only change the background colour, foreground colour, and underlining on/off for the sentence highlight. Dolphin EasyReader detects all headings in the document by searching for the h1-6 elements which can then be viewed in the Index tab in the Navigation Center window. You can navigate to next/previous sentence, top, bottom, by using the mouse, and next/previous heading. All text in the document may be navigated too.

3.4 About DAISY XML files

Dolphin EasyReader is able to open DAISY XML files that are created according to the DTBook specification. The DAISY XML file can be created within Microsoft Word by using the plug-in "Microsoft Save As DAISY XML". This can be downloaded from the DAISY Consortium web site (www.daisy.org). The DAISY XML file is navigable in a similar way as HTML files.

Chapter 4

Navigating a DTB

Dolphin EasyReader provides a number of ways to navigate DAISY or ANSI/NISO Z39.86-2002/2005 books:

1. The Navigation Controls on the Dolphin EasyReader interface.



Tabbing to or using the mouse to select each of the four buttons will navigate you by next, previous, next heading and previous heading.



Tabbing to or using the mouse to select either of the "Page up" or the "Page down" buttons will navigate between pages. Note: For these buttons to work, the DTB needs to have been created to allow navigation by page.



Tabbing to or using the mouse to select either of the history buttons allows the user to "re-trace" the previous navigation commands.

2. Keyboard commands.

The use of the keyboard provides increased navigation controls:

Previous: **Cursor Left.**

Next: **Cursor Right.**

Backwards XX seconds (Time increment as set in "General Preferences"): **Ctrl + Cursor Left.**

Forward XX seconds (Time increment as set in "General Preferences"): **Ctrl + Cursor Right.**

Previous heading: **Cursor Up.**

Next heading: **Cursor Down.**

Set Navigation level (higher level): **Ctrl + Shift + Cursor Up.**

Set Navigation level (lower level): **Ctrl + Shift + Cursor Down.**

Navigate via set level - Previous Heading: **Ctrl + Cursor Up.**

Navigate via set level - Next Heading: **Ctrl + Cursor Down**.

Next Page (If available): **Page Down**.

Previous Page (If available): **Page Up**.

Beginning of book: **Ctrl + Home**.

End of book: **Ctrl + End**.

Next bookmark (If available): **Ctrl + Page Down**.

Previous bookmark (If available): **Ctrl + Page Up**.

3. "Point and click" on content.

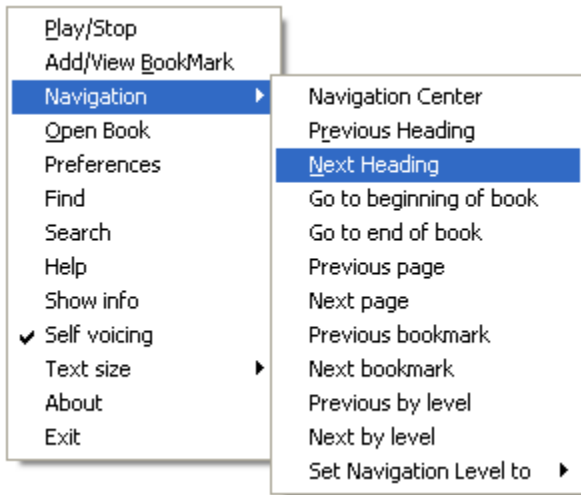
If using a mouse, it is possible to left click on the phrases within the content to navigate to that point in the book.

4. Slider bar.

It is possible to navigate through the book by "dragging" the slider bar on the main interface or tabbing to it and using the left and right cursor keys to move the slider.



5. Pop-up menu. Right click, or press Shift + F10 or the "application key" to bring up a menu.



Using this method of navigation means it is possible to navigate between chapters, pages, bookmarks and to the beginning or the end of the book.

6. Mini Player.

Please see the section about the Mini Player later in this guide.

Chapter 5

The Navigation Center

The Navigation Center is a window that contains the users library of books, the index, pages and other skippable elements of the currently opened book, and a list of bookmarks, which have been inserted by the user for the currently opened book.



Tabbing to or using the mouse to select the Navigation Center button will open the window. Alternatively, press **Ctrl + N** on the keyboard.

The Navigation Center will now appear. To switch between Library, Index and Bookmark views, click on the "tabs" at the top of the window using the mouse, or press **Ctrl + Tab**.

Alternatively, the following hotkeys may be used to open each of the Navigation Center views directly from the main screen:

Open Library tab: **Alt + Shift + L**.

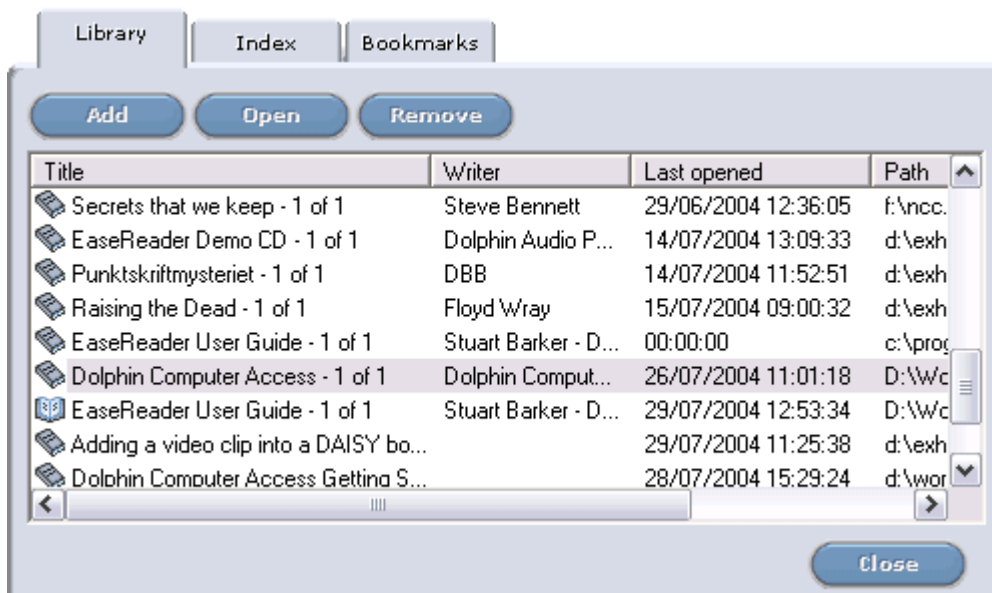
Open Index tab: **Alt + Shift + I**.

Open Bookmarks tab: **Alt + Shift + B**.

5.1 Library navigation center

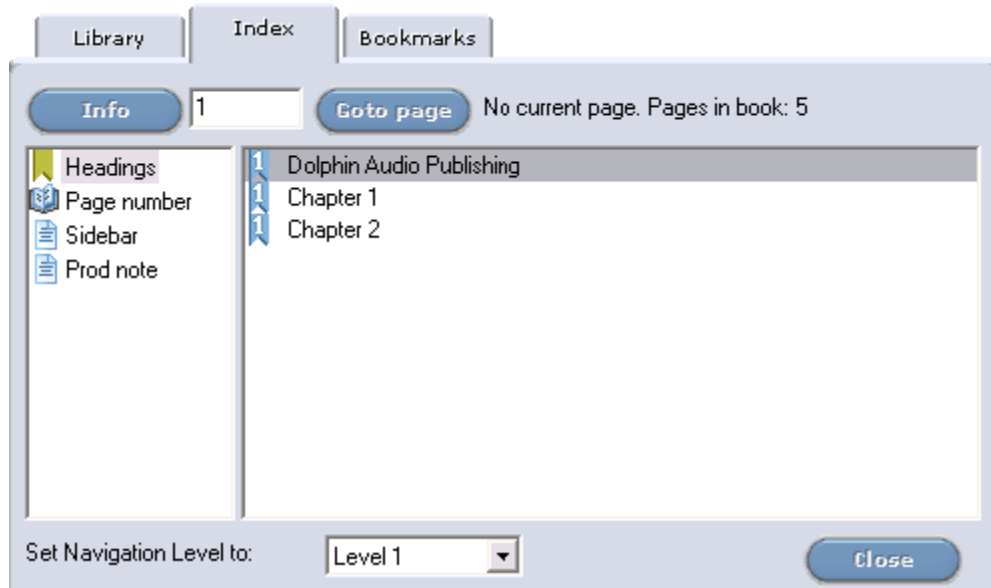
The Library is a listing of all DTB's which have been opened in Dolphin EasyReader or, that the user has chosen to add from a specific location.

It is also possible to remove unwanted books from the Library by selecting "Remove".



5.2 Index navigation center

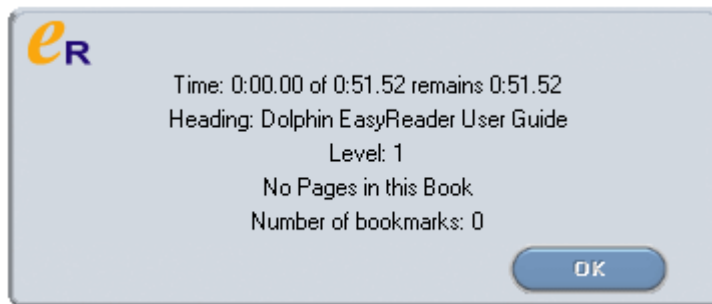
Listed on the left side region of the Index is a listing of the types of navigational elements contained in the currently opened book. These can include all or some of the following types, depending on how the author created the book:



- Headings.
- Page numbers.
- Footnotes.
- Sidebars.
- Producer notes.

Selecting one of these types of navigational element will list all of the elements in the right-sided field. For example, if "Headings" is selected, all of the headings in the book will be listed, whereas if "Sidebars" is selected, all of the sidebars will be listed. Selecting one of these will navigate to that point in the book.

Selecting "Info" will display a dialog box containing information about the currently selected section of the book. This information may also be displayed during playback by pressing **Ctrl + I**:



If there are pages in the book, the total number is displayed at the top of the window. It is also possible to enter a page number and be taken to that point in the content by selecting "Goto page". During playback, it is possible to go to a required page number by pressing **Ctrl + G**.

At the bottom of the screen is the "Set Navigation Level to:" drop-down list. This allows the user to tailor the navigation via headings to a certain level. For example, if this was set to Level 2, pressing **Ctrl + Cursor Up** or **Ctrl + Cursor Down** will only navigate between Level 1 and Level 2 headings and any other headings such as Level 3 will be skipped. The navigation level can also be set by using **Ctrl + Shift + Cursor Up** or **Ctrl + Shift + Cursor Down** to adjust the setting up or down. Pressing **Cursor Up** or **Cursor Down** when self-voicing is selected will read each line of the info dialog.

To navigate to a section in the Index, select the required heading and then press **Enter**. Press the **Escape** key or click on the "Close" button to close the Navigation Center and begin playing the content.

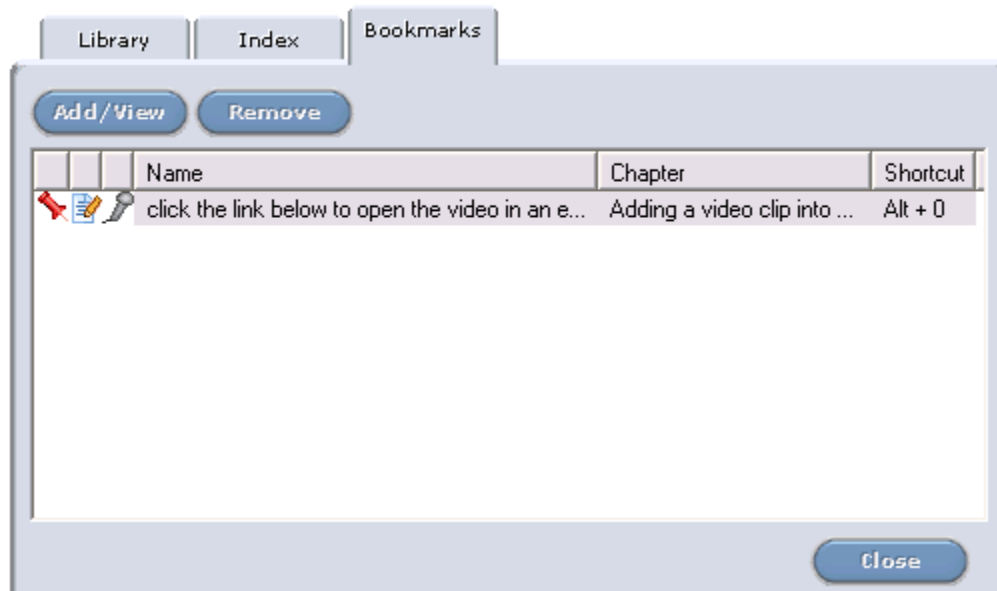
The user may also set the Navigation Level from the drop down list at the bottom of the Index Navigation Center, based on the levels set within the book that is currently open. It is then possible to navigate between the chosen level setting by pressing **Ctrl + Cursor Up** to move to the Previous Heading and **Ctrl + Cursor Down** to move to the Next Heading.

5.3 Bookmark navigation center

If you "tab" to the Bookmarks view, you will be presented with a list of bookmarks, which have been inserted into the currently opened book.

Selecting "Add/View" opens the "Add bookmark" dialog box for the highlighted bookmark. From here it is possible to view or edit any text notes associated with this bookmark or play back or record audio notes.

If any text notes or audio notes are associated with the bookmark then they are represented with a corresponding icon.



It is also possible to remove any unwanted bookmarks by choosing the bookmark and selecting "Remove".

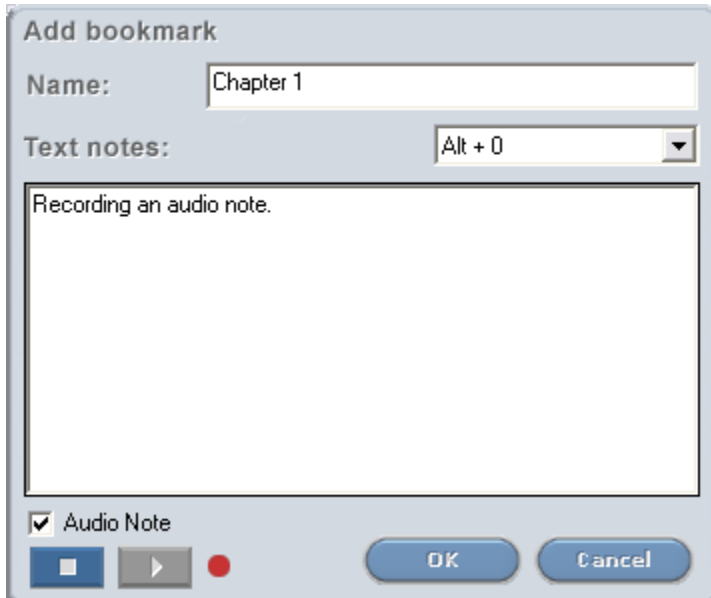
Chapter 6

Adding bookmarks

If there are sections or phrases in the book that you wish to return to again, it is possible to add a bookmark at that point in the book. Dolphin EasyReader allows you to insert an unlimited number of bookmarks.

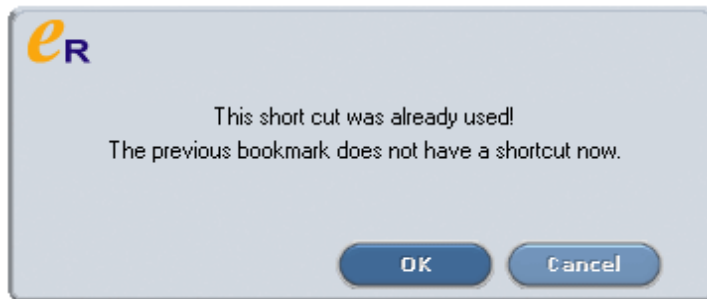


Click on the Bookmark button or press **Ctrl + B** to display the "Add Bookmark" window.



By default, the text of the bookmark will be entered as the name of the bookmark. If required, you may enter a name of your choice.

Short-cut keystrokes to quickly navigate to the selected bookmark may also be specified from the drop down box (up to a maximum of 10 per book). A warning will be displayed if selecting a shortcut that is already in use.



6.1 Free form notes

It is also possible to add Free form text and audio notes to accompany the bookmark. Text notes can be entered by adding text in the editable area of the window. If you have a microphone connected to the computer, selecting the "Audio note" checkbox and pressing the record button will allow you to add an audio note.

When recording an audio note or listening to an audio note in the bookmark dialog a blinking dot indicator is displayed. The dot is red when recording, green when playing and dark grey when neither of these states are active.

6.2 Navigating bookmarks

During playback of the book, it is possible to navigate between bookmarks by pressing **Ctrl + Shift + Page Down** to move to the next bookmark or **Ctrl + Shift + Page Up** to move to the previous bookmark.

Once a bookmark has been specified, a "push-pin" is displayed in the left side margin next to the text. The bookmark pin image visually shows if there is any text or audio in the bookmark. The following images are used:



: No text or audio note in the bookmark



: Only text note in the bookmark

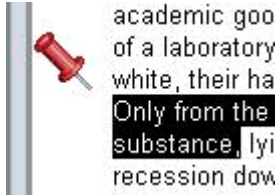


: Both text and audio note in the bookmark



: Only audio note in the bookmark

When it is colored blue, it indicates that there is a bookmark on the screen.



When the bookmark turns red and an audio "chime" is heard ("Bookmark audio indicator" is activated in "General Preferences"), it means that you are currently on a bookmark.

Chapter 7

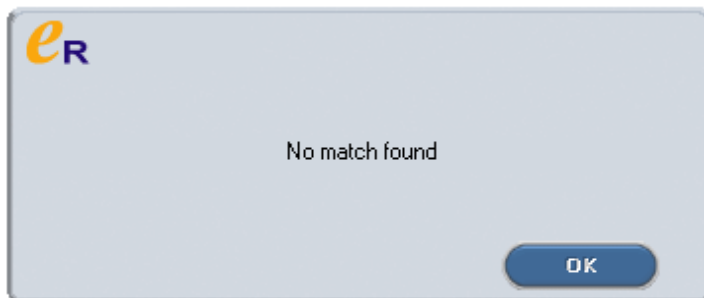
Find

The "Find" function is used to find the next occurrence of a word in the current page. To open the "Find" dialog box, press **F3** or **Ctrl + F**.



Enter the text to search for and choose if you want to search up or down through the content. Next, select "Find next" or press Enter. Dolphin EasyReader will navigate to that point in the book. To find the next occurrence of the specified text, choose "Find next".

If the text cannot be found in the current section, a dialog stating, "No match found" will be displayed.



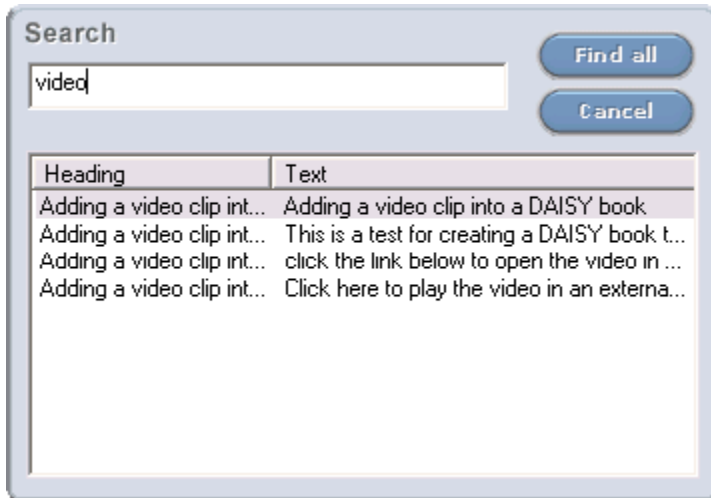
Chapter 8

Search

Click on the "Search" button to search for all occurrences of a word in the content, or press **Ctrl + S** to display the "Search" window.



Entering some text to search for and selecting "Find all" will search for all occurrences and list them in the window. Selecting one of the search results will navigate to that point in the book.



Chapter 9

Preferences

Tabbing to or using the mouse to select the "Preferences" button will open the "Preferences window".



Alternatively press **Ctrl + P** on the keyboard. To open a specific Preferences tab directly use the following hot keys:

Open General tab: **Alt + Shift + G.**

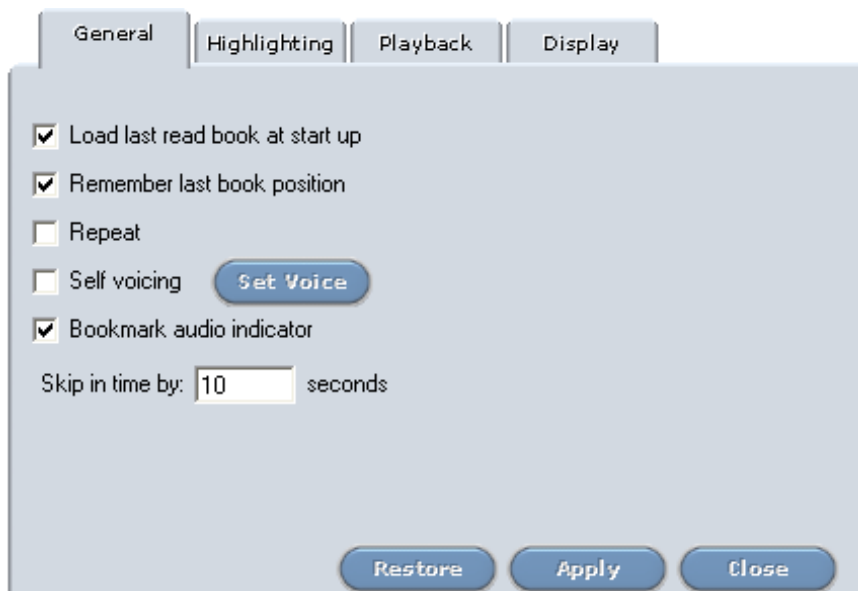
Open Highlighting tab: **Alt + Shift + H.**

Open Playback tab: **Alt + Shift + P.**

Open Display tab: **Alt + Shift + D.**

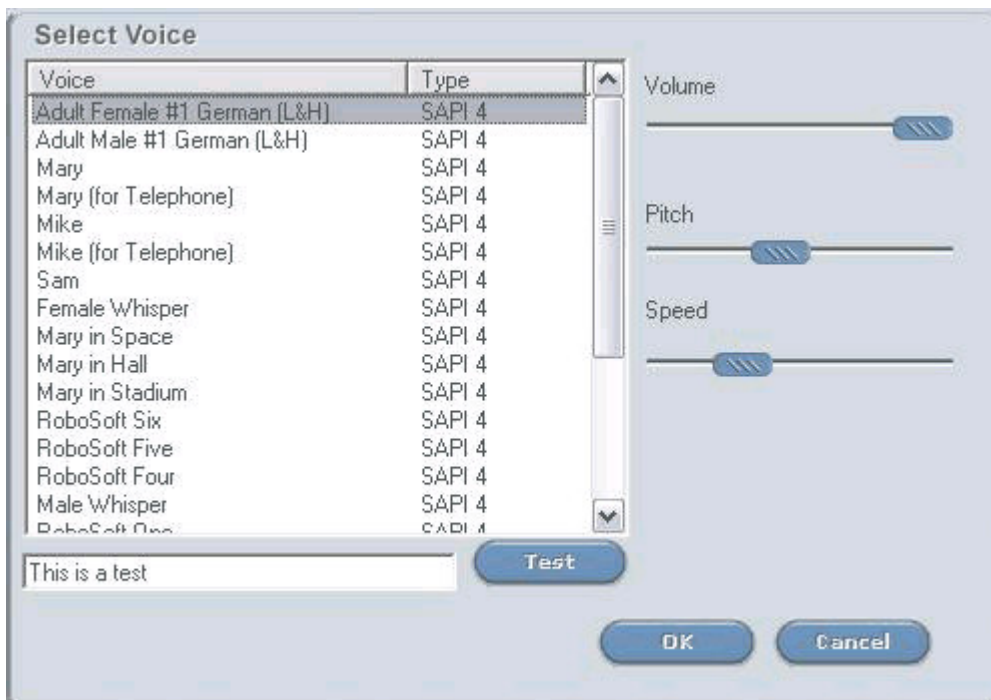
All Preferences windows have an "Apply" button that applies any changes to the preferences and a "Restore" button that discards any changes that you have set and returns Dolphin EasyReader to it's original settings that were in place at installation.

9.1 General Preferences

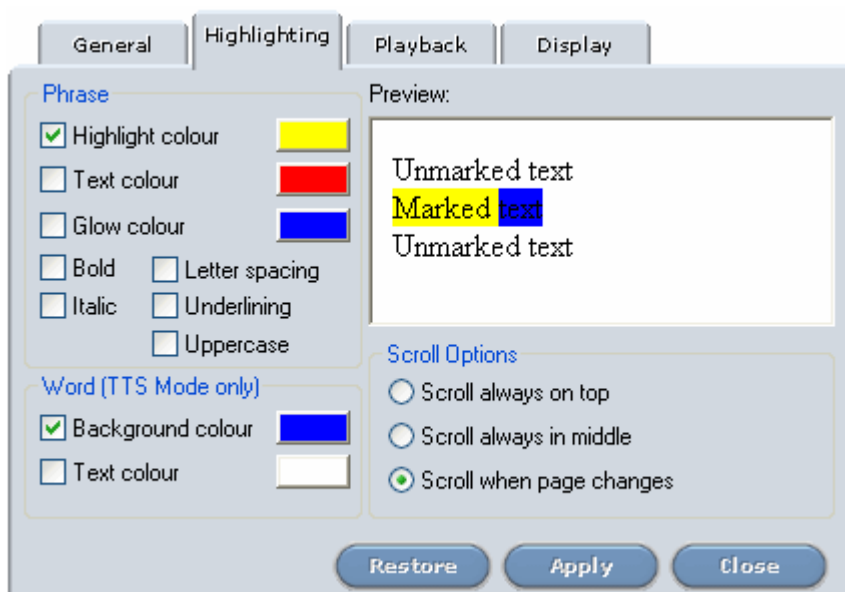


The "General Preferences" window contains the following options, which are selected or deselected by checkboxes:

- **Load last book read at startup:** Each time Dolphin EasyReader is launched, the last book that was played will automatically be loaded.
- **Remember last book position:** Each time a book is opened in Dolphin EasyReader, it will begin playback from the last point that was reached.
- **Repeat:** The book will begin playback from the start once playback has finished.
- **Self voicing:** Turns Dolphin EasyReader's self-voicing on or off.
- **Set Voice:** It is possible to select a voice to be used with Self voicing by clicking on the "Set Voice" button. This displays the "Select Voice" window. Contained in this window is a list of all available voices on your PC system. To choose a voice, select it from the list. If you wish to listen to the voice, click on the "Test" button. By default, it will read "This is a test" but you can type any text that you want in the text box next to the "Test" button. Volume, pitch and speed of the selected TTS self voicing voice can be adjusted via slider bars adjacent to the list of voices.
- **Bookmark audio indicator:** Enables or disables the bookmark audio indicator.
- **Skip in time by (user defined amount) seconds:** This is a setting that allows the time increment to be specified for use with the "Backwards XX seconds" and "Forward XX seconds" playback feature.

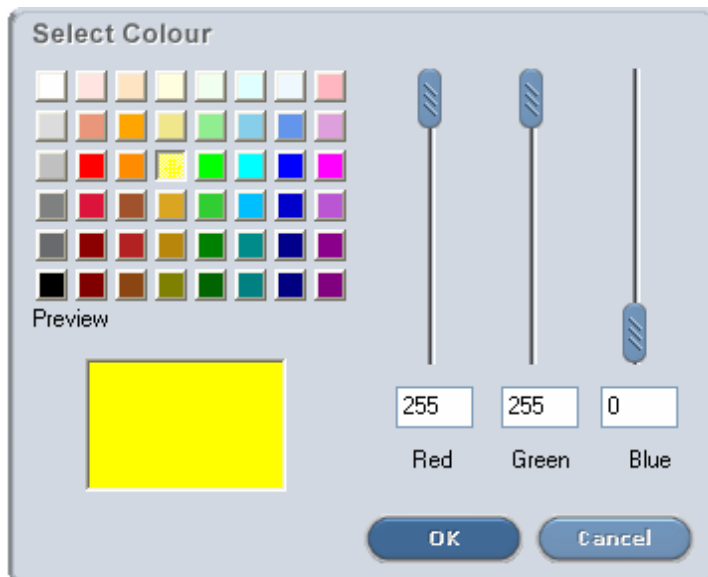


9.2 Highlighting Preferences



The "Highlighting Preferences" window contains "Phrase" and "Word" highlighting settings. There is also a preview window that shows how your settings will appear. You can also set how the highlighted text will scroll.

The settings are selected or deselected by checkboxes or radio buttons. Where colors are to be set, they can be chosen from a pop up color palette.



Phrase.

When reading a book with recorded audio then the "Phrase" highlighting will be applied. The length of a phrase is determined by the producer of the book during recording. If reading a book without recorded audio or in TTS Only mode then the "Word" highlighting settings will also be applied.

If reading an HTML document or text document then Dolphin EasyReader will make an estimate as to the length of a phrase.

The "Phrase" highlighting options include color settings and text formatting settings. They are as follows:

- **Highlight color:** Toggles highlight block on or off. Allows the color of the highlight to be selected.
- **Text color:** Toggles highlighted text color on or off. Allows the color of the highlighted text to be selected.
- **Glow color:** Toggles highlight "glow effect" on or off. Allows the color of the highlighted glow effect to be selected.
- **Highlighted text formatting effects:** Text formatting may also be applied to the highlighted text. The options are: bold, italic, letter spacing, uppercase and underlining.

Word.

Word highlighting is applied if using TTS Only mode. It will highlight each spoken word and can appear in conjunction with phrase highlighting.

The following options are available:

- **Highlight color:** Toggles word highlight on or off. Allows the color of the word highlight to be selected.
- **Text color:** Toggles highlighted text color on or off. Allows the color of the highlighted word's text to be selected.

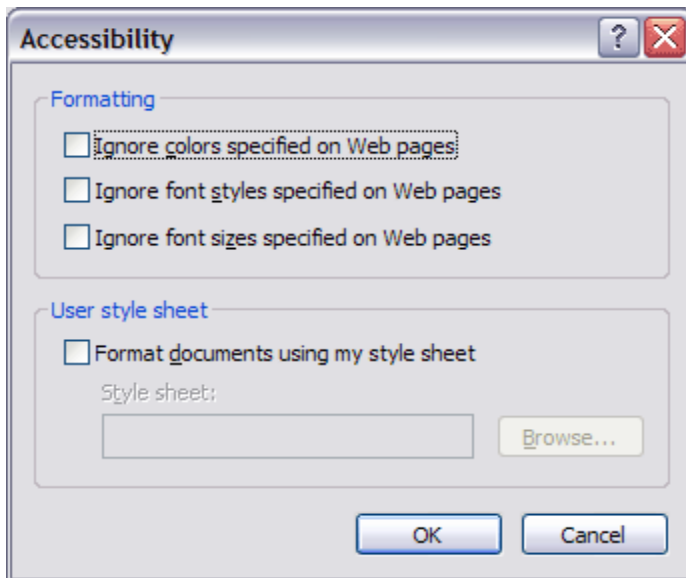
Scroll options.

There are three scroll options that determine where the text is displayed during playback. The options are:

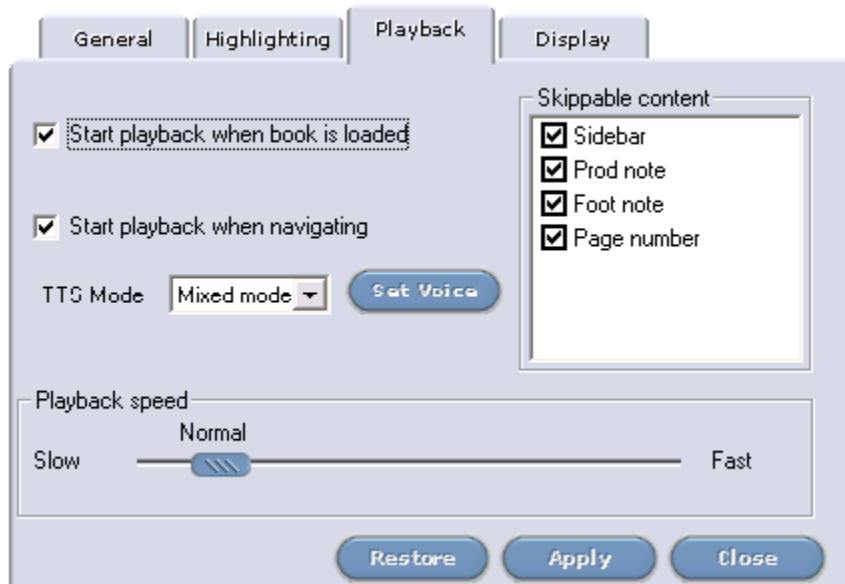
- **Scroll always on top:** The page scrolls so that the highlighted focus is always at the top of the screen.
- **Scroll always in middle:** The page scrolls so that the highlighted focus is always in the center of the screen.
- **Scroll when page changes:** The page will not scroll with the highlighting. When playback reaches the bottom of the page, the next "page" will appear and highlighting will resume from the top of the screen.

Additional notes:

- If reading an HTML document then not all the highlighting options are available. The following options are not available: Glow color, bold, italic, letter spacing and uppercase.
- If Internet Explorer has been configured under "Accessibility Options" to ignore the formatting of HTML pages, the highlighting effects will not be available in Dolphin EasyReader. This can be remedied by launching Internet Explorer and selecting from the menu, Tools, Internet Options, the Accessibility button within General tab, and deselecting the checkbox "Ignore colors specified on Web pages".



9.3 Playback Preferences



The "Playback Preferences" window contains the following options, which are selected or deselected by checkboxes or radio buttons:

- **Start playback when book is loaded:** The book will begin playback as soon as it is opened.
- **Start playback when navigating:** Playback will automatically begin after navigating to a point in the book.

TTS Mode

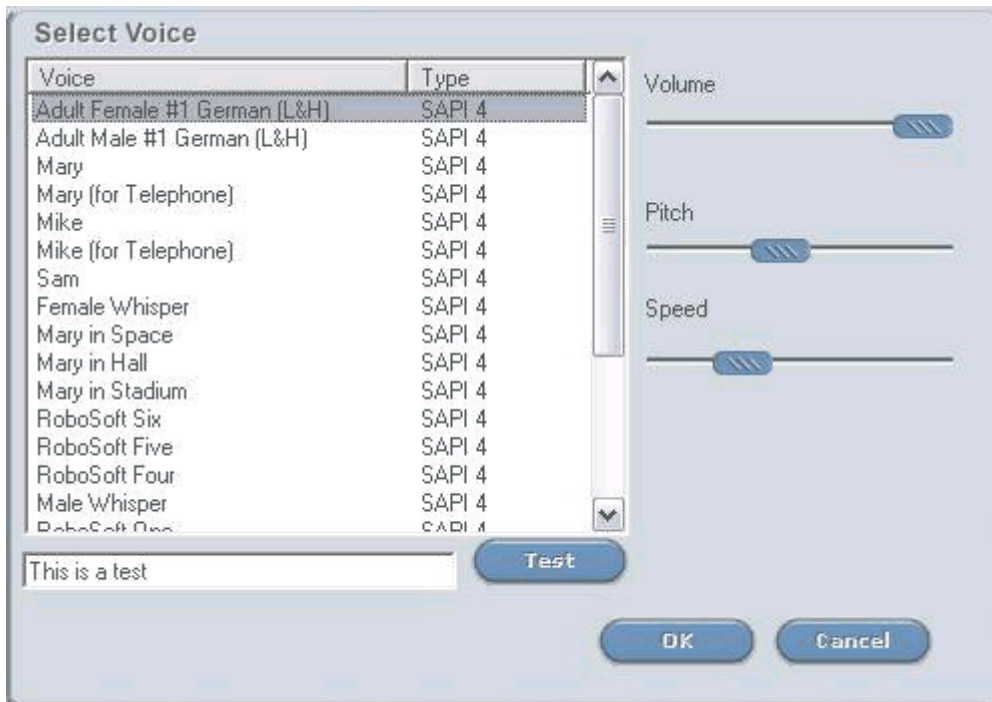
It is possible to play a full text DAISY book using Dolphin EasyReader's Text-To-Speech (TTS) function. This means that full audio is played, even if there are no recorded audio files contained in the book. It also allows the audio contained within the book to be replaced by a synthetic TTS voice. The TTS mode is turned on or off using the drop-down list and then selecting "Apply".

- **No TTS:** If "No TTS" is selected, the TTS function is turned off. The audio files contained in the DAISY book will be played as normal. If there are no audio files in the book, there will be no playback.
- **Mixed Mode:** If "Mixed Mode" is selected, any textual parts of the book that have no corresponding audio files will be played using the TTS synthetic voice. Parts of the book that have recorded audio files will play as normal.

- **TTS only:** If "TTS only" is selected, the entire book will be read using the TTS synthetic voice. Any audio files contained in the project will not be played.

Set Voice

It is possible to select a voice to be used with TTS Mode by clicking on the "Set Voice" button. This displays the "Select Voice" window. Contained in this window is a list of all available voices on your PC system. To choose a voice, select it from the list. If you wish to listen to the voice, click on the "Test" button. By default, it will read "This is a test" but you can type any text that you want in the text box next to the "Test" button.



Volume, pitch and speed of the selected TTS voice can be adjusted via slider bars adjacent to the list of voices.

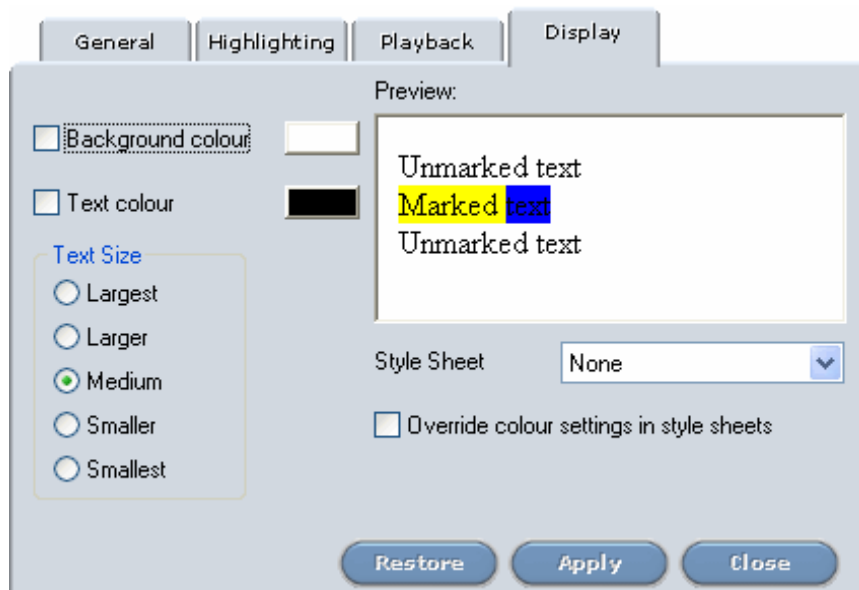
Skippable content: (If allowed by the author of the content)

- **Prodnote:** Producer notes are played / skipped during playback.
- **Side bar:** Side bars are played / skipped during playback.
- **Footnotes:** Footnotes are played / skipped during playback.
- **Page number:** Page numbers are played / skipped during playback.

Playback speed.

Playback speed can be set via a slide bar at the bottom of the window. Alternatively, the playback speed may be increased or decreased by pressing **Shift + Alt + J** or **Shift + Alt + K** or by tabbing to the slider bar and using the left and right cursor keys to move the slider. The speed can also be altered during playback using these hotkeys.

9.4 Display Preferences



The "Display Preferences" window contains the following options, which are selected or deselected by checkboxes or radio buttons:

- **Background color:** This determines the background color of all pages displayed in Dolphin EasyReader.
- **Text color:** This determines the color of all non-highlighted text that is displayed in Dolphin EasyReader.
- **Text size:** The text size of all text in the book can be increased or decreased by selecting a radio button relating to the desired setting. Alternatively, text size may be increased or decreased by pressing **Alt + J** or **Alt + K**. The text size can also be altered during playback using these hotkeys.

Style Sheet.

Dolphin EasyReader contains some pre-determined display styles that can be used to display the content in alternative styles (Such as larger fonts and high contrast color schemes). These may be selected from the drop down list in Display preferences or by pressing the **F8** key to toggle through the styles. To switch of the styles at any time, press **Ctrl + F8**.



There is also an additional check box "Override color settings in styles". This is used if you wish to combine the format of the styles with the color settings of your choice.

If you have a style sheet of your own that you want to use in Dolphin EasyReader, copy it into the subfolder "Styles" in the Dolphin EasyReader folder in your "Program files" directory.

Chapter 10

Volume control

Using the volume control slider bar on the main interface alters the volume of the audio that is played back.



Alternatively, pressing **Ctrl + J** or **Ctrl + K** will increase or decrease the volume.

Clicking on the "speaker" icon or pressing **Ctrl + M** will mute the audio.



Chapter 11

Mini Player

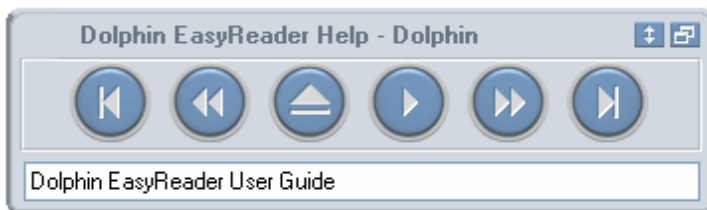
The Mini Player feature allows control of playback when the Dolphin EasyReader main interface is not required. There are two versions of the Mini Player: Standard and Compact.

To open the Mini Player, select the "Show Mini Player" button on the main interface.




Alternatively press **Ctrl + R** on the keyboard.


The standard Mini Player will be displayed.



The Mini Player can be selected and repositioned anywhere on the desktop.

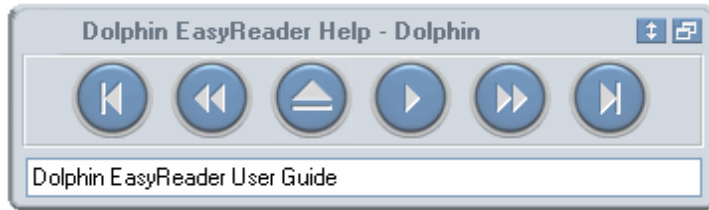
The Mini Player can be toggled between the standard and compact interface by selecting the standard/compact mode button  or by pressing **Ctrl + W**. Please note that the hot keys Preferences will toggle between standard and compact interfaces for both the main screen view and Mini Player depending on the current focus.











To return from a Mini Player view to a main screen view, select the restore  button or press **Escape** or **Alt + F4**.


11.1 Standard mini player

The "standard" Mini Player contains the following controls:



-  Previous heading **Cursor Up**.
-  Previous event **Cursor Left**.
-  Open book **Ctrl+ O**.
-  Play / Stop **Spacebar**.
-  Next event **Cursor Right**.
-  Next heading **Cursor Down**.
-  Switch to "compact" Mini Player **Ctrl+ W**.
-  Restore to main view **Esc**.









The standard Mini Player features a text display window that contains the first 74 characters of the phrase that corresponds to the audio that is currently playing.

Selecting the standard/compact mode button  **Ctrl + W** toggles the Mini Player between the standard and compact interfaces.

11.2 Compact mini player

The "compact" Mini Player contains the following controls:



-  Previous heading **Cursor Up**.
-  Previous event **Cursor Left**.
-  Open book **Ctrl + O**.
-  Play / Stop **Spacebar**.
-  Next event **Cursor Right**.
-  Next heading **Cursor Down**.
-  Switch to "standard" Mini Player **Ctrl + W**.
-  Restore to main view **Esc**.

Chapter 12

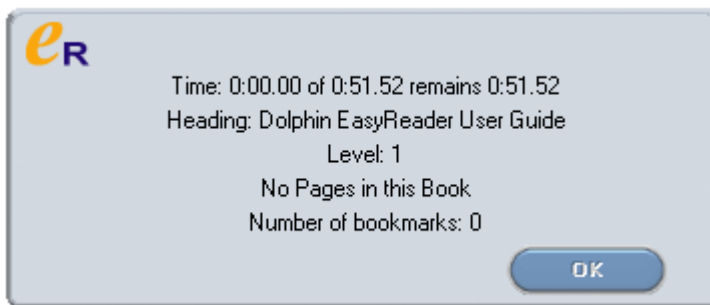
Self voicing

As an aid to accessibility, Dolphin EasyReader has a self-voicing mode. In this mode your selected synthetic voice will announce controls, messages and dialogs as you navigate the Dolphin EasyReader interface.

To turn on the self-voicing, Press **Ctrl + F1** or select the self-voicing checkbox from the "Preferences" window.

A synthesized voice will announce any controls or dialog boxes that the user "tabs" to.

For example, press **Ctrl + I** to open the Information dialog box. The first line will automatically be announced. Pressing the **Cursor Up** key and **Cursor Down** key will then move the focus to the next line.



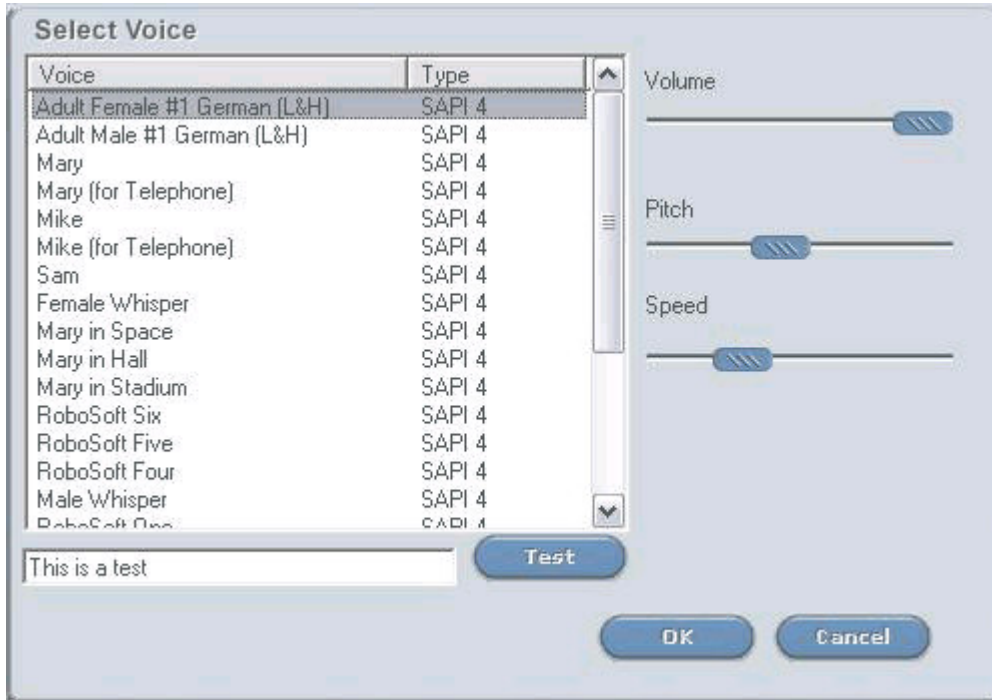
Pressing **Alt + Full stop** (.) stops the announcement of the current message.

Pressing **Alt + Comma** (,) repeats the last self-voiced message.

To turn off the self-voicing, press **Ctrl + F1** or de-select the self-voicing checkbox from the "Preferences" window.

Set Voice.

You can select your preferred synthetic voice for self voicing by clicking on the "Set Voice" button beside the "Self-voicing" check box in the "Preferences" window. This displays the "Select Voice" window. Contained in this window is a list of all available voices on your PC system. To choose a voice, select it from the list. If you wish to listen to the voice, click on the "Test" button. By default, it will read "This is a test" but you can type any text that you want in the text box next to the "Test" button.



Volume, pitch and speed of the selected TTS voice can be adjusted via slider bars adjacent to the list of voices.

Chapter 13

Hot key commands

Function	Hot key
Self voice stop current message	Alt + Full stop
Self voice read last message	Alt + Comma
Play/Stop toggle	Space bar or F5
System menu	Alt + Space
Close Dolphin EasyReader	Alt + F4
Next Phrase	Cursor Right
Previous Phrase	Cursor Left
Next heading (excluding pages)	Cursor Down
Previous heading (excluding pages)	Cursor Up
Increase timeline (By time)	Ctrl + Cursor Right
Decrease timeline (By time)	Ctrl + Cursor Left
Set Navigation level (higher level)	Ctrl + Shift + Cursor up
Set Navigation level (lower level)	Ctrl + Shift + Cursor down
Navigate via set level - Next Heading	Ctrl + Cursor Down
Navigate via set level - Previous Heading	Ctrl + Cursor Up
History Forwards	Alt + Cursor Right
History Backwards	Alt + Cursor Left
Next page	Page down
Previous page	Page up
Open book	Ctrl + O
Open/Add bookmark	Ctrl + B
Close current dialog (including Navigation center and Preferences)	Escape

Next object	Tab
Previous Object	Shift + Tab
Next tab (in Navigation center and Preferences)	Ctrl + Tab
Previous tab (in Navigation center and Preferences)	Ctrl + Shift + Tab
Show Navigation center	Ctrl + N
Open Library tab in Navigation center	Alt + Shift + L
Open Index tab in Navigation center	Alt + Shift + I
Open Bookmark tab in Navigation center	Alt + Shift + B
Show Preferences	Ctrl + P
Open General tab in Preferences	Alt + Shift + G
Open Highlight tab in Preferences	Alt + Shift + H
Open Playback in Preferences	Alt + Shift + P
Open Display tab in Preferences	Alt + Shift + D
Apply changes	Alt + A
Mute	Ctrl + M
Find	F3 or Ctrl + F
Search	Ctrl + S
Go to beginning of book	Ctrl + Home
Go to end of book	Ctrl + End
Help	F1
Show info	Ctrl + I
Volume increase	Ctrl + K
Volume decrease	Ctrl + J
Increase playback speed	Alt + Shift + K
Decrease playback speed	Alt + Shift + J
Increase text size	Alt + K
Decrease text size	Alt + J
Toggle Self voicing	Ctrl + F1

Go to Page (set focus in go to page text box)	Ctrl + G
Toggle Key describer mode	Shift + F1
Go to quick bookmark	Alt + # (0-9)
Next Bookmark	Ctrl + Page Down
Previous Bookmark	Ctrl + Page Up
Open menu (pop up menu)	Shift + F10 or application key
Toggle remote control	Ctrl + R
Standard/Compact mode	Ctrl + W
Forward through styles	F8
Back through styles	Shift + F8
Turn off styles	Ctrl + F8

Chapter 14

Activation, support and registration

Product activation is required in order to obtain a software licence for Dolphin EasyReader. Without a software licence Dolphin EasyReader will run as a Demo for only 7 days. During the Demo/Trial period Dolphin EasyReader will play all types of supported material from any producer. When the trial period has expired Dolphin EasyReader will only play authorised material. In addition, in order to receive technical support it is also necessary to register Dolphin EasyReader.

14.1 Product activation

After installing your licensed copy of Dolphin EasyReader, it is then necessary to activate the product. Product activation is required in order to obtain a software licence. Without a software licence Dolphin EasyReader will only run for 30 days. After this period Dolphin EasyReader will only play authorised material.

If you have installed a demonstration version of Dolphin EasyReader, then this will run without restriction for 7 days. After this period Dolphin EasyReader will only play authorised material. To purchase Dolphin EasyReader please contact your Dolphin dealer.

WARNING - please ensure you review the End User Licence Agreement before activating. Once Dolphin EasyReader has been activated a refund is not available.

If product activation remains outstanding then you will be informed regularly that product activation is required and of the number of days remaining before Dolphin EasyReader expires. When you are presented with the product activation dialog you can choose "Activate now" or "Remind me later".

Activate now.

Product activation can be done in 3 ways: Internet activation, manual activation or via the entering of a multi user licence code.

- **Internet activation.**

Internet activation is the simplest procedure because activation is automatic. This will require you to have an Internet connection. The procedure will connect to the Dolphin server where Dolphin EasyReader will be automatically allocated an activation code.

- **Manual activation.**

The manual process will require you to enter an activation code that is based upon your unique product key. Your product key value is shown during the manual activation process.

To obtain an activation code you should contact your local Dolphin dealer and report to them your product key. From this key they will be able to issue you with an activation code.

- **Multi user licence.**

If you have purchased a multi user or network licence then you can enter in your unique multi user licence code. This is printed on your multi user licence software certificate.

- **Remind me later.**

If you choose "Remind me later" you will then be informed regularly that activation is still required and of the number of days remaining to perform this task.

To re-commence the activation process you should select the "Activate" button found in the "About Dolphin EasyReader" dialog.

Uninstalling and re-installing EasyReader onto the same computer does not result in an additional licence being required. If you require an additional licence then please contact your Dolphin dealer.

During the activation process Dolphin does not obtain any personal information from your computer besides your product licence key.

14.2 Support and product registration

Technical support for Dolphin EasyReader is only available to registered users of Dolphin EasyReader.

To register your version of Dolphin EasyReader online, either click on the register button on the "About" dialog that is accessed by right clicking with the mouse, or by pressing **Shift + F10** or the application key and then selecting "About" from the menu that appears. You will then be taken to our online registration page where you will be asked to complete your registration details.



Alternatively, print out and complete the document register.pdf or register.doc that can be found on your Dolphin EasyReader installation CD and return this to:

Dolphin EasyReader Registration
Dolphin Audio Publishing
Dolphin Computer Access Ltd
Technology House
Blackpole Estate West
Worcester
WR3 8TJ
United Kingdom

Fax: +44 (0) 1905 754559

Once you are a registered user of Dolphin EasyReader, you may obtain support by emailing support@dolphinuk.co.uk.

The answers to many common questions may also be found by visiting the technical support section of the Dolphin website: www.yourdolphin.com.

14.3 End User License Agreement (EULA)

DOLPHIN COMPUTER ACCESS GROUP

YOUR RIGHT TO USE THIS SOFTWARE PRODUCT IS SUBJECT TO THE TERMS SET OUT IN THIS LICENCE AGREEMENT. INSTALLING OR USING THIS SOFTWARE PRODUCT INDICATES YOUR ACCEPTANCE OF THESE TERMS. IF YOU DO NOT ACCEPT OR UNDERSTAND THEM, YOU MAY NOT USE IT AND IF THIS SOFTWARE PACKAGE IS INSTALLED ON YOUR DEVICE AND CAN BE DELETED YOU MUST DELETE IT.

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- 3.2. the media on which the Software is recorded will be free from defects in material and workmanship under normal use.

The Owner's entire liability and your exclusive remedy under the warranties given in this section 3 will be, at the Owner's option to either:

3.3. repair or replace the Software or media which does not conform with the warranty or

3.4. refund the price paid for the Software and terminate the Licence.

This remedy is subject to the return of the Software with a copy of your payment receipt to [your supplier or the Owner] not later than [5] days after the end of a period of [30] days from the date of your receipt of the Software.

4. Exclusion of other warranties.

Except for the express warranties in section 3 the Owner and its suppliers make and you receive no other warranties, conditions or representations, express or implied, statutory or otherwise, and without limitation the implied terms of satisfactory quality and fitness for a particular purpose are excluded. The Owner does not warrant that the operation of the Software will be error free or uninterrupted. It is your responsibility to ensure that the Software is suitable for your needs and the entire risk as to the performance and results of the Software and Documentation is assumed by you.

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5.3. The Owner does not exclude or limit liability for

5.3.1. death or personal injury resulting from an act or negligence of the Owner [or

5.3.2. damage caused by a defect in the Software within the meaning of the Consumer Protection Act 1987 Part].

5.4. You acknowledge that the allocation of risk in this Agreement reflects the price paid for the Software and also the fact that it is not within the Owner's control how and for what purposes the Software is used by you.

5.5. It is your responsibility to ensure that you have all necessary consents or licences in relation to any material or data or other programs you may use in conjunction with the Software

6. Copyright.

6.1. All right title and interest in and to the Software and the Documentation belongs to the Owner

6.2. All right title and interest in and to the content played using the Software belongs to and is governed under the terms and conditions expressed by the publishers of that content.

6.3. All right and licence to use or distribute the recorded output from any 3rd party synthesiser that is not distributed as part of the Software as a whole must be obtained by you from the appropriate person and is your responsibility.

7. Updates.

7.1. The Owner may update or upgrade the Software but shall not be obliged to furnish such updates or upgrades to you unless the licence fee has been paid

8. Support.

8.1. The Owner will provide email support only for the Software at the following address support@dolphinuk.co.uk

9. General.

9.1. This Agreement is the entire agreement between you and the Owner and supersedes any other oral or written communications, agreements or representations with respect to the Software and Documentation.

9.2. Nothing in this Agreement will affect the statutory rights of a consumer in 'consumer transactions' under any applicable statute.

9.3. If any part of this Agreement is held by a court of competent jurisdiction to be unenforceable the validity of the remainder of the Agreement will not be affected.

9.4. This Agreement is governed by the laws of England and Wales.

9.5. Should you have any questions concerning this Agreement please contact (Dolphin Computer Access Limited, Technology House, Blackpole Estate West, Worcester, WR3 8TJ, United Kingdom.)

9.6. The provisions of the Contracts (Rights of Third Parties) Act 1999 shall not apply to this Agreement.